

Module 4

Chapter 3

Data Flow Processes Between DCPDS and RESUMIX

Chapter Overview

Introduction

This chapter is written for personnelists familiar with Resumix. It explains the three processes where information flows between DCPDS and Resumix.

1. **Create Requisition** - A requisition is created in Resumix from information in DCPDS; e.g., Position data in the RPA, KSAs from COREDOC, and other position data.
2. **Create Applicant** - An action is initiated in Resumix to create an applicant in DCPDS when an outside candidate accepts a job offer.
3. **Refresh** - Information in DCPDS is used to automatically and periodically update employee information in Resumix.



Note: For information beyond what is contained in this chapter on the Resumix application, please refer to the Resumix user manuals.


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Create Requisition

Purpose This section explains the creation of a requisition and the population of predetermined fields in Resumix with position information in DCPDS.

What Position Data Flows to RESUMIX

RESUMIX Field Label	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Standard	
1. Dept Name	<i>Office Symbol</i>
2. Dept Number	<i>PAS Code</i> (code)
3. Location Description	RPA - Block B39, <i>Duty Station</i> (1 st 30 chars)
4. EEO type	<i>Occupation Category Code</i> (code)
5. Job Class	RPA - Block B32, <i>Work Schedule</i> (code)
6. Job Code	RPA - Block B17, <i>Occ. Code</i>
7. Job Title	<i>Title</i> (1 st 30 chars)
8. Req ID	 <p>RPA - Block A2, <i>Request Number</i> Note: Every RPA is assigned a Request Number.</p> <ul style="list-style-type: none"> The format is: YY/MMM/9-Character Identifier/6-Digit Sequential Number. <p>◆ Example: 00AUGAFPC11029123456</p> <p>The system administrator establishes the process for the application to automatically populate the 9-character identifier in accordance with your Component requirements. DCPDS automatically assigns the sequential number. This Request Number flows to the Resumix requisition and becomes the Requisition ID Number. It also becomes the job posting number for that requisition.</p>
9. Date Needed	RPA - Block A4, <i>Proposed Effective Date</i> . If no date is entered, then default will be current date.
10. Description	KSAs in COREDOC

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Create Requisition, Continued

What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
1. ACQ-Critical Position	<i>Critical Position</i> (code)
2. ACQ-Career Level	<i>Career Level</i>
3. ACQ-Program Type	<i>Program Type</i> (code)
4. ACQ-Special Assignment	<i>Special Assignment</i> (code)
5. Agency Group/Subelement Code	<i>Agency Group</i> (code)
6. Bargaining Unit Status	RPA - Block 37, <i>Bargaining Unit Status</i> (code)
7. Date Oblig Exp	<i>Expiration Date</i>
8. FLSA Category	RPA - Block 35, <i>FLSA Category</i>
9. Grade/Level (Numeric)	RPA - Block B18, <i>Grade/Level</i>
10. Language Required	<i>Language Required</i> (code)
11. Obligated Employee SSAN	<i>Obligated Employee SSAN</i>
12. Obligated Type	<i>Obligated Type</i> (code)
13. Org Struc ID	<i>Organizational Structure ID</i>
14. Part-Time Hours	RPA - Block B33, <i>Part-Time Hours Per</i>
15. Pay Basis	RPA - Block B21, <i>Pay Basis</i> (Code)
16. Pay Plan	RPA - Block B16, <i>Pay Plan</i>
17. Personnel Office ID	<i>Personnel Office ID</i> (code)
18. Position NTE Date	<i>Date To</i>
19. Position Occupied ID	RPA - Block 34, <i>Position Occupied</i> (code)
20. Position Sensitivity	<i>Position Sensitivity</i> (code)
21. Position Status	<i>Status</i> (code)
22. POSN-Career Program ID	<i>Career Program</i> (Air Force) (code)
23. POSN-Career Field ID	<i>Career Field</i> (Army) (code)

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Create Requisition, Continued

What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label Custom	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
24. POSN-Competitive Area	<i>Competitive Area</i>
25. POSN-Number	<i>(Position Description No)+(Sequence Number)</i>
26. POSN-Drug Test Reqd	<i>Drug Test</i> (code)
27. Program Element	<i>Program Element</i> (code)
28. Servicing Agency	<i>Servicing Agency</i> (code)
29. Servicing Office ID	<i>Servicing Office ID</i> (code)
30. Target Grade/Level (Numeric)	<i>Target Grade</i>
31. UIC	<i>Unit ID Code</i> (code)
32. Vacancy Indicator	<i>Vacancy Indicator</i>

Creation of the Requisition ID Number

The RPA *Request Number* flows to Resumix and becomes the **Requisition ID Number**.

◆ Example:

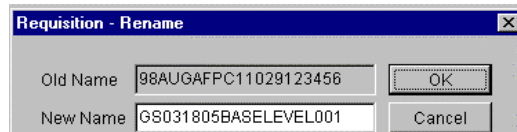


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Create Requisition, Continued

Creation of the Requisition ID Number (continued)

You can rename the requisition and job posting and the vacancy announcement created in Resumix, but you cannot overwrite the RPA *Request Number*.



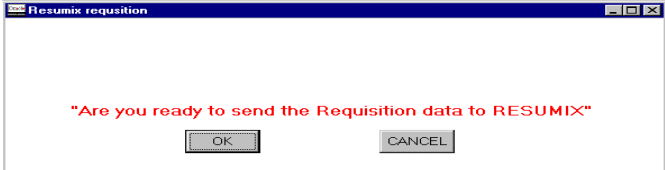
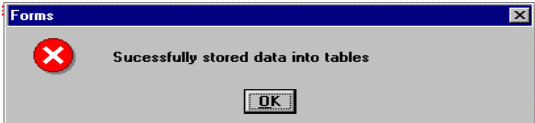

Creating a Requisition

Step	Action
1	Access your <i>Civilian Inbox</i> from the Navigation List in DCPDS.
2	In the Notifications Summary window, highlight the appropriate RPA.
3	Click < Respond >. The RPA opens.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click < Others >.
6	The Navigation Options window opens: <div data-bbox="761 1257 1185 1610" data-label="Image"> </div>
7	Highlight Resumix-Requisition and click < OK >.

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Create Requisition, Continued

Creating a Requisition (continued)

Step	Action
8	<p>The Resumix-requisition dialog box opens. Click the<OK> button.</p> 
9	<p>A message confirming the data flow opens. Click the<OK> button.</p> 
10	<p>A requisition has been created in Resumix with the same identifier as the RPA.</p>  <p>Note: Always check to see if there is a Core Document attached to the RPA since data also flows from that document to the Resumix requisition. See the next section for instructions. If there should be a document and none is attached, you will need to locate and attach the appropriate document to the RPA prior to flowing data.</p>

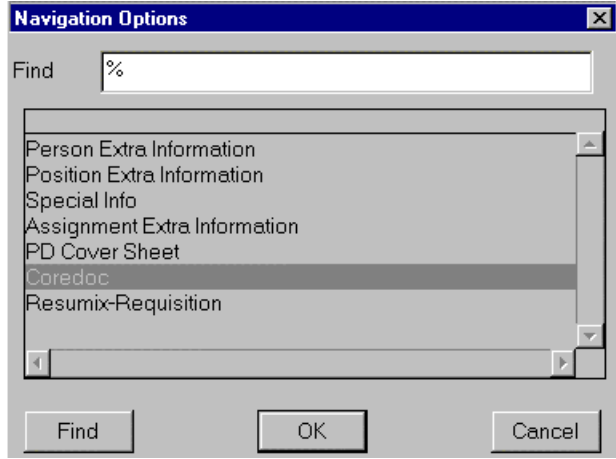
What COREDOC Data Flows To RESUMIX

If a Core Document is attached to an RPA when the **Resumix-Requisition** process is engaged, the “Selected Staffing KSAs” identified in that Core Document flow to the Resumix requisition. It is recommended that you review the Core Document KSAs prior to transferring the data to the requisition.

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Create Requisition, Continued

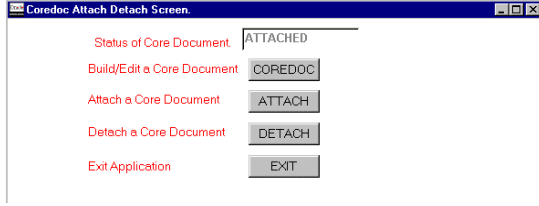

Creating a Requisition with COREDOC Data

Step	Action
1	Access your <i>Civilian Inbox</i> from the Navigation List .
2	Highlight the appropriate RPA.
3	Click the< Respond > button.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click < Others >.
6	The Navigation Options window opens. 
7	Highlight COREDOC and click the< OK > button.

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Create Requisition, Continued

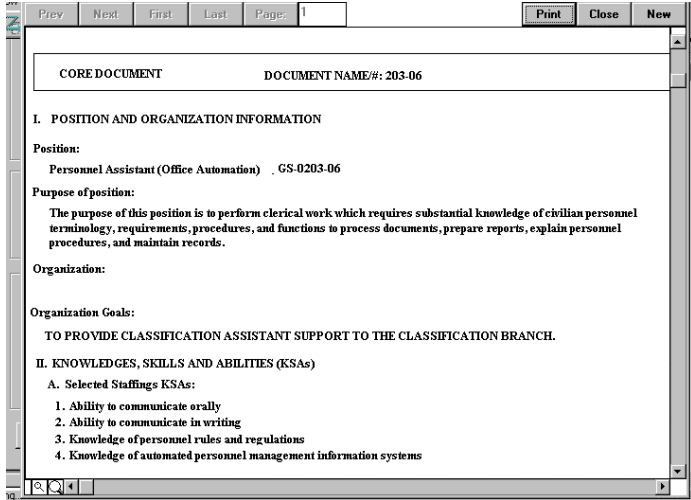

Creating a Requisition with COREDOC Data (continued)

Step	Action
8	<p>The COREDOC Attach Detach window opens.</p>  <p>If there is a COREDOC document attached to the RPA the status line opens: "ATTACHED."</p> <p> Note: You can attach a document, detach an attached document, edit an attached document, or build a document from scratch, if necessary. The buttons on this window provide access to these functions. You <u>cannot</u>, however, access other types of RPA attachments (word processing documents, spreadsheets, charts, etc.) from this window.</p>
9	To open the attached document, click < COREDOC >.
10	The COREDOC Menu appears.
11	To view the "Selected Staffing KSAs" which flow to the requisition description field, click Reports on the Main Menu Bar, then click KSAs (No Comps) .

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Create Requisition, Continued

Creating a Requisition with COREDOC Data (continued)

Step	Action
12	<p>Section I, Position and Organization Information and Section II, Knowledges, Skills, and Abilities, Paragraph A, Selected Staffing KSAs of the document display.</p>  <p>The screenshot shows a window titled 'CORE DOCUMENT' with 'DOCUMENT NAME/#: 203-06'. It contains the following text:</p> <p>I. POSITION AND ORGANIZATION INFORMATION</p> <p>Position: Personnel Assistant (Office Automation) . GS-0203-06</p> <p>Purpose of position: The purpose of this position is to perform clerical work which requires substantial knowledge of civilian personnel terminology, requirements, procedures, and functions to process documents, prepare reports, explain personnel procedures, and maintain records.</p> <p>Organization:</p> <p>Organization Goals: TO PROVIDE CLASSIFICATION ASSISTANT SUPPORT TO THE CLASSIFICATION BRANCH.</p> <p>II. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)</p> <p>A. Selected Staffing KSAs:</p> <ol style="list-style-type: none"> 1. Ability to communicate orally 2. Ability to communicate in writing 3. Knowledge of personnel rules and regulations 4. Knowledge of automated personnel management information systems
13	After viewing, click Edit then Exit . The COREDOC Attach Detach window opens.
14	Click Exit .
15	Return to the Navigation Options window.
16	Highlight RESUMIX-Requisition and click <OK>. The RESUMIX-Requisition dialog box opens. Click <OK>.
17	A message confirming the data flow opens. Click <OK>.
	<p>Note: A requisition is created in RESUMIX with the KSAs from the core document displayed in the description field.</p>

Create Applicant

Purpose

This section explains how Resumix creates an applicant in DCPDS. It also examines the population of predetermined fields in DCPDS with employee information in Resumix. This data sharing capability is intended to eliminate duplicate entries and facilitate the creation of applicant records in DCPDS. After an outside candidate accepts a job offer, you will initiate action in Resumix to create an applicant in DCPDS. An outside candidate is one who is not in the same regional database as the vacancy being filled.

What Applicant Data Flows from RESUMIX

A variety of person-related data flows from the Resumix applicant record to the applicant record in DCPDS.

RESUMIX Field	DCPDS Location (Information will flow as clear text unless indicated otherwise)
Standard	
1. Address - St, City, ST, Zip	<i>Address Line 1</i> <i>Address Line 2</i> <i>Address Line 3</i> LOCAL_ADDR_STREET <i>City</i> LOCAL_ADDR_CITY <i>State</i> LOCAL_ADDR_STATE <i>Postal Code</i> ADRS_MAIL-ZIP
2. Home Phone	Telephone number 1 - HOME_PHONE
3. First Name	First Name - NAME_PERS
4. Middle Name	Middle Name (1st char only) - NAME_PERS
5. Last Name	Last Name - NAME_PERS

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Create Applicant, Continued

What Applicant Data Flows from RESUMIX (continued)


RESUMIX Field Standard	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
6. Trailer	<i>Suffix</i>
7. Sex (Required)	<i>Sex</i> (code)
8. Race	<i>Race or National Origin</i> (code)
9. Identification Number (Required)	<i>Social Security</i>
Custom	
1. Birth Date (Required)	<i>Birth Date</i>
2. Date Occ Cert Issued	<i>Date Occupational Cert Issued</i>
3. Physical Date	<i>Physical Date</i>
4. Physical exam or Test Type	<i>Physical Exam or Test Type</i> (code)
5. SCD Civilian	<i>SCD Civilian</i>
6. SCD Leave	<i>SCD Leave</i>
7. SCD RIF	<i>SCD RIF</i>
8. Security Clearance	<i>Personnel Sec Clearance</i> (code)
9. Social Security Number	<i>Social Security</i>
10. Type of Occ Cert	<i>Type of Occupational Cert</i> (code)
11. Veteran Preference (Numeric)	<i>Veteran Preference</i> (code)

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Create Applicant, Continued

Creating an Applicant in DCPDS

The “Hire” process in Resumix triggers the automatic flow of data to DCPDS. To hire an applicant in Resumix, you change the applicant’s **Tracking Action** and **Status**. In response, the applicant’s data automatically flows from Resumix to create an applicant record in DCPDS.

Step	Action
1	Locate the candidate in Resumix.
2	Change the candidate’s Tracking Action to “Decision.”
3	<p>Change the candidate’s Status to “Accept.”</p> <p> Note: There is an additional acceptance process in DCPDS. New applicants are not immediately available for placement against RPAs. They must first be “accepted” in DCPDS. However, you cannot accept applicants until the day <u>after</u> their records are created. Further, they cannot be placed until the day <u>after</u> they are accepted. For information relating to accepting an applicant, see Module 4, Staffing Using the DCPDS, Chapter 1, Building an Applicant.</p> <p>For internal candidates, those who are in the same regional database as the vacancy being filled, the user must change the candidate’s Tracking Action to “Decision” and the Status to “Accept - Internal.” This will prevent the creation of an applicant record in DCPDS. After this has been accomplished, the user must change the candidates status from “available” to “unavailable” and total openings from “1” to “0” in the Resumix application.</p>

Refresh

Purpose

This section explains the process of the periodic and automatic updating of current employee information in Resumix from information contained in DCPDS.



Note: The employee must have a record in Resumix for the update to occur.

How Employee Data Flows to RESUMIX

Employee data flows from the DCPDS database to the applicant record in Resumix to populate standard and custom fields. Where data involved in the process is different between DCPDS and Resumix fields, the DCPDS data will update (refresh) the Resumix database, overwriting or deleting any previous Resumix data. In other words, DCPDS data is considered the data of record.

All data flow for this process is direct database-to-database transfers accomplished via Oracle SQL*Net database links between the Regional DCPDS and Regional Resumix databases.

What Employee Data Flows to RESUMIX

RESUMIX Field	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Standard	
1. Disability	<i>Handicap Code</i> (code)
2. Sex	<i>Sex</i> (code)
3. Race	<i>Race National Origin</i> (code)
Custom	
1. Appointment Type	<i>Appointment Type</i> (code)
2. Appraisal Type	<i>Appraisal Type</i> (code)
3. Birth Date	<i>Birth Date</i>
4. PERM-Agency Group	<i>Agency Group</i> (code)
5. PERM-PP	<i>Current Permanent PP</i>

Refresh, Continued

What Employee Data Flows to RESUMIX (continued)

RESUMIX Field	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
6. PERM-PP	<i>Current Permanent PP</i>
7. PERM-SER	<i>Current Permanent SER</i>
8. PERM-GR	<i>Current Permanent GR</i>
9. PERM-Office Symbol	<i>Current Permanent Office Symbol</i>
10. PERM-Org Struc ID	<i>Current Permanent Organization Structure ID</i>
11. PERM-PAS	<i>Current Permanent PAS Code</i> (code)
12. PERM-UIC	<i>Current Permanent Authorized Unit ID Code</i> (code)
13. PERM-Comp LVL	<i>Current Permanent Competitive Level</i>
14. Rating of Record	<i>Rating of Record</i> (code)
15. SCD Civilian	<i>SCD Civilian</i>
16. SCD Leave	<i>SCD Leave</i>
17. SCD RIF	<i>SCD RIF</i>
18. Education Level	<i>Education Level, highest level</i> (code)
19. Spec Placemt Cons Reas	<i>Spcl Plcmt Consid Reason</i> (code) All values
20. Citizenship	<i>Citizenship</i> (code)